

Hours Not Worked Codes & Regulations



KPI Owner: Debbie Howell

Process: Time and Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: TBD Goal: Reduce hours not worked to 4% of the total hours earned in a month Benchmark: Local Government rate of 2%	Data Source: Payable Time PeopleSoft Goal Source: Department Leadership Team Benchmark Source: Bureau Labor Statistics	Plan-Do-Check-Act Step 8: Monitor and diagnose Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays), rate calculated by dividing by total standard hours Why Measure: Better understand culture impact on employee attendance Next Improvement Step: TBD

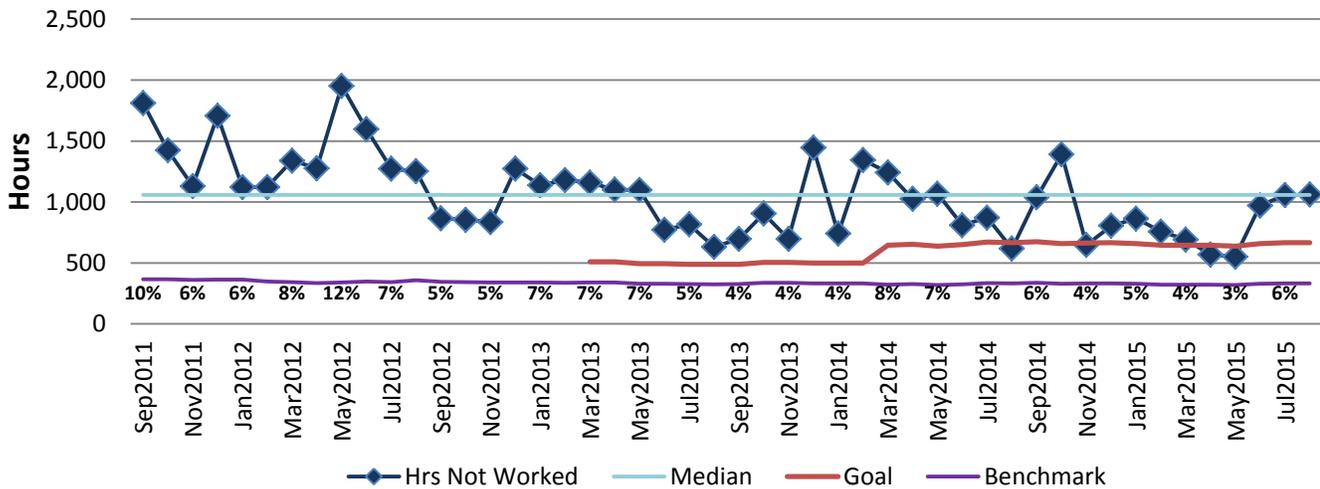
How Are We Doing?

Sep2014-Aug2015 12 Month Goal	Sep2014-Aug2015 12 Month Actual		Aug2015 Goal	Aug2015 Actual	
7,879	10,396		666	1,060	
Hours	Hours		Hours	Hours	

Hours Not Worked



Good



Sep2014-Aug2015 Pareto Analysis

